

Supplementary Guidance For Private Candidates

GCE (AS and A Level)

GCSE

AQA Certificate

Level 1 and Level 2 Certificate

Functional Skills

FSMQ (New Specification)

2011-2012

Contents

A	Introduction	4
B	Summary of administrative procedures	5
C	General information	9
D	Making an entry	11
E	Identification	15
F	Coursework for GCE, GCSE (Outgoing) and Level 1 and Level 2 Certificate specifications	16
G	Controlled assessment for new GCSE and Functional English specifications	21
H	Information about your written exam	25
I	Results and certificates	27
J	Fees	31
K	Entry codes	34
L	Glossary	35
Appendices		41
	Private Candidate Identification Form	41
	Private Candidate Coursework Information Form	43
	Private Candidate Coursework Record Form	45

A

Introduction

- A1** You should read this booklet carefully **before** you make your entry.
- A2** This booklet should be read together with the *Entry Information For Private Candidates* for the particular level (e.g. GCSE, GCE) at which you are taking your exams.
- The *Entry Information* booklets indicate the availability of AQA specifications for private candidates as well as providing the entry codes
- Not all AQA specifications are available to private candidates.**
- A3** If you wish to sit an AQA exam, you have to be entered through an AQA-approved centre (usually a local school or college) in the United Kingdom.
- A4** Your entry for exam(s) will only be accepted by a local school or college approved by AQA if it is complete in every respect and all the procedures outlined in this booklet have been followed correctly.
- If you do not follow the entry instructions, this may lead to delays in the acceptance of your entry and you may incur additional costs (see Section J).
- A5** A summary of the main procedures to be followed is included in Section B and includes references to this booklet and other documents.
- A6** A glossary is available at the back of this booklet (page 35).
- A7** If you have a query regarding your entry or your exam you should contact the Exams Officer at the centre through which you are entering.

B

Summary of administrative procedures

The following points summarise the main procedures which need to be followed for a private candidate to make an entry, submit their coursework (if appropriate), sit an exam, and receive (and possibly query) their results.

Check each point in turn and use the references in the shaded box underneath each point to help you.

Starting off

- 1 Do you know which specification and at which level (e.g. GCSE) you are studying?
 - a) Is the specification available to private candidates?

If not you will have to choose a specification that is available to private candidates or find a centre willing to enter you as an internal candidate.
 - b) You may need to contact your Distance Learning Provider or tutor to confirm which specification you are studying.
 - c) Specifications can be viewed on the AQA Website at www.aqa.org.uk/qualifications .

References: 1a) **Section C of this booklet, paragraphs C1 and C4**
Relevant *Entry Information For Private Candidates* booklet
Specification

Is coursework required?

- 2 If you are entering for GCE, GCSE (Outgoing) or Level 1 and Level 2 Certificate exams, the specification may include coursework. (Check the appropriate specification; if the specification has no coursework or controlled assessment, go to point 4).
 - a) Are you carrying forward a coursework mark or submitting new coursework?
 - b) Do you know what can be submitted as coursework?

If not you will need to check with the relevant AQA subject team.
 - c) Do you know your 'Method of Study'?

You will need to know this for the *Private Candidate Coursework Information Form*, which you will give to the exams officer when making your entry.
 - d) Have you found someone to authenticate your coursework?

All coursework **must** be authenticated. Any coursework submitted that is not authenticated will receive a mark of zero.

References: 2a) **Section F of this booklet, paragraphs F1 to F5**
 2b) **Specification; AQA Offices Section C of this booklet (page 10)**
 2c) **Section F of this booklet, paragraphs F10, F17 to F19**
Copy of *Private Candidate Coursework Information Form* in the Appendix of this booklet
 2d) **Section F of this booklet, paragraphs F20 to F24**

Is there controlled assessment?

- 3** If you are entering for a new GCSE or Functional Skills English exam, the specification may include controlled assessment. (Check the specification; if the specification has no controlled assessment, go to point 4)
- a) You **must** make sure that your accommodating centre can
 - accept you for **all elements** of Controlled Assessment Task Taking and Task Marking, including any elements of preparation and analysis prior to the Task Taking
 - undertake authentication of Controlled Assessment Tasks
 - keep your work securely between sessions
 - undertake the assessment of any Controlled Assessment Tasks.
 - b) You **must** make sure that you can be available on the date(s) and time(s) specified by your centre to undertake the writing-up session(s) and any research and analysis sections which require medium control.

References:

3a) Section G of this booklet

3b) Specification

AQA Website: www.aqa.org.uk/assessment
www.aqa.org.uk/subject-leaflets

Entering

- 4** Have you found a centre (i.e. a school or college) willing to make the entry for you?
- a) You need to make your entry through an AQA-approved centre in the U.K.
 - b) Use the *Private Candidate Centres* list to find a convenient centre and speak with the centre's Exams Officer. The list is available on request from AQA Entries at AQA's Manchester office or from the AQA Website at www.aqa.org.uk/privatecandidate.
 - c) Once you have found a centre that is prepared to accept your entries you will need to provide details of your entry as well as identification and, if entering coursework, the *Private Candidate Coursework Information Form(s)*.
 - d) Make your entry by the exam series entry closing date to avoid additional fees.
 - e) It may be necessary for you to provide information regarding any Access Arrangements you may need e.g. Braille or enlarged print question papers.

References:

4a) Section D of this booklet, paragraphs D2 to D6

4b) Section D of this booklet, paragraph D7

4c) Section D of this booklet, paragraph D12; Sections E, F, and K of this booklet

***Entry Information For Private Candidates* booklet**

4d) Section D of this booklet, paragraphs D8 to D11 and D13; Section J of this booklet

4e) Section H of this booklet, paragraphs H11 to H13

Once your entry has been processed

- 5 Have you received confirmation of your entry from your accommodating centre?
- Your entry will be confirmed by the centre providing you with a *Candidate Statement of Entry*. This will also confirm the dates of your exams.
 - Once your entry has been confirmed you will need to obtain, where appropriate, any preliminary material.

References: 5a) Section D of this booklet, paragraph D14
 5b) Section H of this booklet, paragraphs H7 to H10
Entry Information For Private Candidates booklet

Paying your fees

- 6 Have you arranged to pay your exam fees with your accommodating centre?
- If the centre does not receive payment from you they may not allow you to sit your exams or may refuse to supply the results to you.

Reference: Section D, paragraph D13 and Section J of this booklet

Submitting new coursework for GCE, GCSE (Outgoing) and Level 1 and Level 2 Certificate specifications

- 7 Is your coursework ready for submission? Please note that you should have already handed any completed *Private Candidate Coursework Information Form(s)* to the accommodating centre's Exams Officer at the time of making your entry (see point 4). (If the specification has no coursework please go to point 8).
- Check with the centre when you need to hand over your coursework to them.
 - If you are using Method of Study 1 make sure that you have completed the standard subject-specific *Candidate Record Form*. Your teacher will then submit your marked coursework to an AQA examiner/moderator.
 - If you are using Method of Study 2 or 3 make sure that your authenticator has initialled each page of the final version of your coursework and signed the declaration on the *Private Candidate Coursework Record Form*.
 - Attach the completed *Private Candidate Coursework Record Form* to the front of your coursework. This will be forwarded to an AQA moderator by your accommodating centre or accredited correspondence college.

References: 7a) Section F of this booklet, paragraph F15
 7b) Section F of this booklet, paragraphs F10 and F17
 7c) Section F of this booklet, paragraphs F10 and F18 to F22
 7d) Copy of *Private Candidate Coursework Record Form* in the Appendix of this booklet

Taking your exams

- 8** Do you know where and when you will take your exam(s)?
- Check where you will be sitting your exam(s) (including any controlled assessment, oral or practical exams) with the Exams Officer at the accommodating centre. Any failure to turn up on time for an exam may result in you not being allowed to sit the exam or your work not being accepted.
 - Check the date and time of your exam(s).
 - Report any timetable clashes to the Exams Officer.
 - Make sure you understand the regulations for candidates sitting exams.

References:

- 8a) Section D of this booklet, paragraph D14**
- Section G of this booklet**
- 8b) Section C of this booklet, paragraph C6 and your statement of entry**
- 8c) Section H of this booklet, paragraph H14**
- 8d) Section H of this booklet, paragraphs H1 to H6 and the JCQ notices to candidates**

Receiving your results

- 9** Have you made arrangements to receive your results?
- Results will be delivered to your accommodating centre by AQA, but check with the Exams Officer how and when you can collect your results.
 - Results will not be available from AQA directly.
 - Certificates will be sent later in the year to your accommodating centre.

References:

- 9a) Section D of this booklet, paragraph D14**
- 9b) Section I of this booklet, paragraph I1**
- 9c) Section I of this booklet, paragraphs I14 and I15**

After you have received your results

- 10** Do you need to make any late awards?
- These requests must be made via the Exams Officer of your accommodating centre

Reference: **Section I of this booklet, paragraph I7**

- 11** Do you want to query your results?
- The Exams Officer of your accommodating centre will provide you with the necessary documentation.
 - You can only do this for a limited period after the publication of results.

Reference: **Section I of this booklet, paragraphs I3 to I6, I8 to I13**

C

General information

How do I find out about what I have to study?

C1 Information about the content and exam in a subject is published by AQA in a booklet called a *Specification*.



You must check in the *Specification* and the appropriate *Entry Information For Private Candidates* booklet that the subject you wish to enter for is available to private candidates. It is advisable to do this before paying any money to a tutor or distance learning organisation.

AQA provides only exams: it does not provide courses of study; nor does it hold detailed information on the courses offered by further education classes or individual colleges. For this information you should contact either the colleges in your area or the Further Education section of your Local Education Authority.

C2 If you wish to study by a correspondence course for a specification which has a coursework component, you would be advised to contact one of the AQA accredited distance learning institutions shown in paragraph F10.

C3 You should be aware that if you take two specifications with the same classification code, schools, colleges, universities and employers are very likely to take the view that you have achieved only one of the two specifications. Details about classification codes are given in the relevant *Entry Information* booklet and specification.

How do I obtain copies of specifications, past question papers & other publications?

C4 Specifications related information and all available publications are listed in the *AQA Publications Catalogue* which is available on the AQA Website at www.aqa.org.uk/public .

It is your responsibility to obtain a specification and to be aware of the requirements of the specification that you have chosen.

You can also obtain copies of question papers, mark schemes and *Reports on the Examination* from previous exam series (where available) and other additional material (such as specimen question papers and mark schemes for new specifications).

Further AQA-endorsed publications are also available from educational publisher Nelson Thornes at www.nelsonthornes.com/wps/portal/home .

C5 Specifications and other additional material are also published on our website to the following schedule. Further information is available from www.aqa.org.uk/downloads .

Documents	Series	Qualification type	Printed copies for sale	On the public website
Specifications	–	All	September, two years before final exams	May, two years before final exams
Teachers' Guides, Student's Guides etc	–	All	From publication until further notice	From publication until further notice
Question Papers	January	GCE, GCSE, Functional Skills	February	October
	March	GCSE, Functional Skills	April	October
	Summer	GCE, GCSE, FSMQ, Functional Skills, Level 1 and 2 Certificate	September	March/April
	November	GCSE, Functional Skills	February	March/April
Mark Schemes	January	GCE, GCSE, Functional Skills	February	October
	March	GCSE, Functional Skills	April	October
	Summer	GCE, GCSE, FSMQ Functional Skills Level 1 and 2 Certificate	September	March/April
	November	GCSE, Functional Skills	February	March/April

Table continued on next page...

Documents	Series	Qualification type	Printed copies for sale	On the public website
Reports on the Exam	January	GCE, GCSE, Functional Skills	–	October
	March	GCSE, Functional Skills	–	October
	Summer	GCE, GCSE, Functional Skills Level 1 and 2 Certificate	–	March/April
	November	GCSE, Functional Skills	–	March/April

When are the exams held?

- C6** A copy of the timetable for the exams you wish to take is available for you to view, print or download from the AQA Website at www.aqa.org.uk/timetable.

If you do not have access to the internet, you can request a copy of the appropriate timetable from the Entries Department at our **Manchester** office (see below for contact details).

Your accommodating centre will tell you the exact dates and start times of any exams that are conducted on a timetable set by the centre within a defined period (e.g. Modern Foreign Language speaking tests, Controlled Assessment tasks).

How do I contact AQA?

- C7** If, after reading this booklet, you have any queries about entering as a private candidate, you should contact AQA Entries at the **Manchester** office. Contact details of all AQA's offices are given below.
- C8** If you have any queries about the content of the subject *Specification*, you should contact the appropriate Subject Team directly through any AQA office.

Manchester office

AQA
Devas Street
Manchester
M15 6EX

Tel 0161 953 1180
Fax 0161 273 7572
e-mail privatecandidates@aqa.org.uk

Guildford office

AQA
Stag Hill House
Guildford
Surrey
GU2 7XJ

Tel 01483 506 506
Fax 01483 300 152

Harrogate office

AQA
31-33 Springfield Avenue
Harrogate
North Yorkshire
HG1 2HW

Tel 01423 840 015
Fax 01423 523 678

AQA Publications Department

AQA Publications Department
AQA Logistics Centre (Manchester)
Unit 2, Wheel Forge Way
Ashburton Park
Trafford Park
Manchester
M17 1EH

Tel 0844 209 6614
Fax 0161 455 5485
e-mail publications@aqa.org.uk

D

Making an entry

Who can enter as a private candidate?

D1 Private candidates are defined as those who are:

- entirely responsible for making their own entry through an AQA approved centre
- responsible for paying their own entry fees.



Private candidates may **not** also enter for AQA exams as an internal centre candidate at the same centre in the same exam series (e.g. GCSE June 2012).

Where can I take my exams?

D2 You must arrange to take your exam(s) at a local AQA approved school or college.



Exams are not available for private candidates to sit outside the United Kingdom. You should contact AQA Entries at our Manchester office if you need further information.

School and College Centres

D3 Schools or colleges **within the United Kingdom** are entitled to accept entries from private candidates. It is entirely at the discretion of the Head of Centre whether or not they choose to accept entries from private candidates.



It is advisable to ensure that a centre has agreed to submit your entry before paying any money to a tutor or distance learning organisation.

D4 Entry forms are not issued by AQA to candidates. You must contact the centre directly.

D5 You **must** make your entry **in person** at the centre.

To prevent any difficulties, you are advised to contact local schools and colleges well in advance of making your entry to ensure that they can accommodate you.

In most cases, a centre will normally only accept an entry from you if it is entering its own candidates for the specifications you are interested in or has other exams for AQA scheduled at the same time as the papers you wish to take.



AQA has no power to direct a centre to accept your entry if the centre refuses to do so for whatever reason.


D6 All arrangements for your exams must be made with the Exams Officer at the centre, **not** with AQA.

Where can I find out which centres accept entries from private candidates?

D7 A list of centres in your area that have informed AQA that they may be willing to accept entries from private candidates is available from the AQA Website at www.aqa.org.uk/privatecandidate or on request to AQA Entries at AQA's Manchester office. This list of centres is general.

If you are not able to find a centre from this list, then you must try contacting other local schools and colleges (e.g. from your local telephone directory), as they may be willing to accept your entry. AQA **cannot** provide you with detailed lists of centres for the subjects in which you are interested.

When do I have to make my entry?

- D8** Exams offered by AQA are organised into a set of series each year. These series are given codes to identify them (see the left hand column of the table below).
- D9** Entries must be received by AQA on or before the appropriate entry closing date for the series, as shown in the table below.
- D10**  You must ensure that your entry is made with the centre well in advance of the closing date so that the centre has sufficient time to process and inform AQA of your entry before the closing date.

Series Code	Month of Exams	Exams in Series Available to Private Candidates† (†Please note, the availability of qualifications to private candidates varies. For further information please refer to the <i>Entry Information For Private Candidates</i> and the relevant <i>Specification</i>)	Entry Closing Date
BG11	November 2011	GCSE <i>New Specification</i> Mathematics Units 1 and 2 GCSE <i>New Specification</i> Science B Unit 1 GCSE <i>Outgoing specifications</i> English A* and B*, Mathematics A*, Mathematics B Modules 1*,3* and 5* and Award* GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1a and 1b Objective Test Units GCSE <i>Outgoing Specifications</i> Science A, Biology, Chemistry and Physics Awards Functional Skills (English, ICT and Mathematics) (Levels 1 and 2)	4 October 2011
1A12	January 2012	GCE Units and Awards GCSE <i>New Specifications</i> Units (including Sciences <i>New Specifications</i> Units Biology 1, Chemistry 1, Physics 1 and Science A1, A2) and Awards GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1, 2 and 3 Written Paper Units GCSE <i>Outgoing Specifications</i> Science B, Additional Science, Biology, Chemistry and Physics Awards GCSE in Applied Subjects <i>Outgoing Specification</i> Science Units and Awards GCSE in Applied Subjects <i>Outgoing Specification</i> ICT Unit 3 and Award* Functional Skills (English, ICT and Mathematics) (Level 1 and 2)	21 October 2011
3G12	March 2012	GCSE <i>New Specification</i> Science B Unit 1, 2 and 3 GCSE <i>New Specification</i> Mathematics Units 1 and 2 GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1a + 1b Objective Test Units GCSE <i>Outgoing Specifications</i> Science A, Biology, Chemistry and Physics Awards Functional Skills (English, ICT and Mathematics) (Level 1 and 2)	21 January 2012

*** Final opportunity for assessment and award**

Please turn to page 13 to view the availability and entry closing dates for 2011-12 exam series after March 2012.

Series Code	Month of Exams	Exams in Series Available to Private Candidates† (†Please note, the availability of qualifications to private candidates varies. For further information please refer to the <i>Entry Information For Private Candidates</i> and the relevant <i>Specification</i>)	Entry Closing Date
6G12	June 2012	GCSE <i>New Specifications</i> Units (except Mathematics Units 1,2 and 3 and Science B Units 1, 2 and 3) GCSE (including GCSE in Applied Subjects) <i>New and Outgoing Specifications Awards</i> GCSE <i>Outgoing Specifications</i> Sciences Centre Assessed Units** AQA Certificates Level 1 and Level 2 Certificates FSMQ <i>New Specification</i> (Foundation and Higher levels) Units	21 February 2012
6A12	June 2012	GCE Units and Awards Functional Skills (English, ICT and Mathematics) (Level 1 and 2)	21 March 2012
6V12	June 2012	GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1, 2 and 3 Written Paper Units GCSE in Applied Subjects <i>Outgoing Specification</i> Science Units	21 March 2012
6M12	June 2012	GCSE Mathematics Units 1, 2 and 3 GCSE <i>New Specification</i> Science B Units 1, 2 and 3 GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1a and 1b Objective Test Units	26 April 2012


**** Final opportunity for assessment**

Can I still enter after the closing date?

D11 If your initial entry (submitted by your school or college) is received by AQA after the closing date for entries shown above, it will be accepted only on payment of Late Entry Fees for each subject/unit/module entry **in addition** to the normal Entry Fees. See Section J for full details of fees.

What information do I need to give to the centre when making my entry?

D12 Once a centre has stated that it is prepared to accept your entry, you should provide the Exams Officer at the centre with the following information **in person**:

- your full name and date of birth
Use a name that can be verified by the presentation of suitable identification, such as a birth certificate, passport or driver's licence. This ensures that there will be no delays or confusion when you subsequently present your results documentation to employers or tertiary institutions
 - evidence of your identity (see Section E)
 - details of the units, modules and awards for which you wish to enter (see Section K)
-  Check that your accommodating centre will be able to provide accommodation for any controlled assessment (see Section G), practical exams or Speaking Test components and particularly that a speaker of any Modern Foreign Language concerned can be made available to conduct any Speaking Tests
- if appropriate, details of any coursework and completed *Private Candidate Coursework Information Form(s)* (see Section F); your 13-character UCI (Unique Candidate Identifier) and 10-digit ULN (Unique Learner Number) if you have been issued with one previously
 - full contact details.

How do I pay my fees?

D13 All fees (see Section J) must be paid to the centre when you make your entry. The centre may charge an additional fee for accommodation and/or administration. Any accommodation/administration fee is decided by and payable to the centre, **not AQA**.

What will the centre do once my entry has been accepted?

D14 Once your entry has been accepted, the centre will be responsible for:

- forwarding details of your entry and, if appropriate, completed *Private Candidate Coursework Information Form(s)* to AQA
- ensuring that you are aware of the published timetable for your exams
- forwarding to you a statement of entry that will confirm:
 - your candidate number and UCI
 - your personal details held by AQA
 - the dates, sessions and duration of timetabled exam papers.

You should contact the centre immediately if you have any queries about your statement of entry. The centre will also forward to you any revised statement of entry that might be produced if you amend your original entry.

- informing you of the venue and starting times of your exams if they are different to the published timetable, i.e. 9.00 am for morning exams and 1.30 pm for afternoon exams
- informing you of the venue, date and starting times of any practical, controlled assessment or oral sessions and exams that are not shown on the timetable or your statement of entry
- providing you with any additional information to ensure that you arrive for your exam on time and at the appropriate place
- informing you of the date by which any coursework (if appropriate and with a completed *Private Candidate Coursework Record Form*) should be submitted to the centre (see Section F)
- despatching the completed coursework to the moderator (if appropriate)
- forwarding to you, where appropriate, any preliminary material that you might need before the exam (see paragraphs H7 to H10)
- issuing to you as appropriate a copy of the JCQ *Information for candidates for written examinations*, the JCQ *Notice to Candidates - Coursework assessments 2011-2012* and the JCQ *Information for candidates - Controlled assessments 2011-2012*. It is your responsibility to ensure you have the appropriate notices, which can be downloaded from the JCQ Website at www.jcq.org.uk
- informing you of your exam results (see Section I)
- informing you when your exam certificate (if appropriate) is available (see Section I).

E

Identification

E1 Before your entry can be accepted, AQA and your accommodating centre must be satisfied about your identity.



Entries will **not** be accepted by AQA if the identification procedure has not been followed. You must also ensure that you bring the required proof of identity to each exam.

E2 You must make your entry **in person** at the centre and be identified by the Head of the centre by one of the following procedures. Where appropriate, you must agree to the arrangements for identifying those candidates wearing religious clothing, such as a veil, as described in the JCQ *Instructions for conducting examinations* (available from www.jcq.org.uk).

- Either** (a) If you are known personally to the staff of the accommodating centre, no further action needs to be taken to prove identification at this stage, provided that you can be identified by the Invigilator at the beginning of each exam, including any speaking and practical exams.
- or** (b) If you are not known personally to the staff of the accommodating centre, but have a current and valid passport or driving licence incorporating a photograph, you should show this to the Head of the centre at the time of making your entry. No further action needs to be taken to prove identification when your entry is made but you **must** produce your passport or driving licence for inspection by the Invigilator at the beginning of each exam session, including any speaking and practical exams.
- or** (c) If you are not known personally to the staff of the accommodating centre and do not have a current, valid passport or driving licence incorporating a photograph, then the following procedure must be adopted:
- (i) you must obtain two passport-sized photographs taken at the same time in the last 12 months.
 - (ii) you must take one of the photographs to someone who knows you and who is in one of the following categories:
 - the Head of an educational establishment
 - a medical practitioner
 - a minister of religion
 - a magistrate
 - a solicitor
 - a bank manager
 - your employer.This person must witness the photograph by signing the reverse side and must also complete and sign the *Private Candidate Identification Form*, which is included in the appendices at the back of this booklet.
 - (iii) you must take the completed *Private Candidate Identification Form*, the witnessed photograph and the **second** photograph to the accommodating centre. The Head of the centre will keep the *Private Candidate Identification Form* and the photographs so that the Invigilator can confirm your identity at the start of each exam session, including any speaking and practical exams.

F

Coursework for GCE, GCSE (Outgoing) and Level 1 and Level 2 Certificate specifications



This section applies only to GCE, GCSE (Outgoing) and Level 1 and Level 2 Certificate specifications (see the appropriate *Entry Information For Private Candidates* booklet for details).



Controlled Assessment has replaced coursework in new GCSE specifications and Functional Skills. Please see Section G for details of controlled assessment.

Carrying forward Coursework Marks

- F1** If you are retaking GCE, GCSE (Outgoing) or Level 1 and Level 2 Certificate exams, it may be possible to re-use or 'carry-forward' previously obtained coursework marks.
- F2** For information about carrying forward coursework marks please refer to the relevant *Specification* and the *Entry Information For Private Candidates* booklet.
- F3** To carry forward coursework marks, complete Sections 1, 2, 5 and 6 of the *Private Candidate Coursework Information Form* (which is included as an appendix at the back of this booklet) and give the completed form to the Exams Officer when you make your entry. You will need to provide:
- your previous centre name and number
 - candidate number
 - Unique Candidate Identifier (UCI) and Unique Learner Number (ULN) (if you have previously been allocated one)
 - the previous exam series.

This information may be found either on the individual candidate timetable issued to you before your previous exam, on the statement of results given to you after your previous exam or on the previous certificate.

Submitting new coursework for GCE, GCSE (Outgoing) and Level 1 and Level 2 Certificate specifications

- F4**  To enter for a GCE, GCSE (Outgoing) or Level 1 and Level 2 Certificate subject that requires new coursework, read the rest of this section and the appropriate *Entry Information For Private Candidates* booklet.
- F5**  Entries from candidates wishing to submit new coursework for a GCE, GCSE (Outgoing) or Level 1 and Level 2 Certificate subject will **not** be accepted after the last date for submission of coursework for assessment (see paragraph F15).

What are the regulations concerning new coursework for GCE, GCSE (Outgoing) and Level 1 and Level 2 Certificate specifications?

- F6** All coursework that you submit for assessment **must** be your own work. However, you may quote from books or any other sources, or receive guidance from someone other than your teacher or tutor. If you have quoted directly from books or other sources you must state which ones you have used. Presenting material copied directly from books or other sources without acknowledgement will be regarded as deliberate deception. If you have had any help, other than that given by your teacher/tutor, you must tell your teacher, tutor or authenticator. Your teacher/tutor will be required to record full details of any assistance given to you.
- F7** If you copy from another candidate, let another candidate copy from you, or break the rules in any other way, you may be disqualified, at least from the subject concerned.

F8 You must sign a statement that:

- you have read and understood the regulations
- your coursework is your own work apart from any help given, which you must declare on the appropriate form.

When you hand in your coursework, you will be required to complete and sign the *Private Candidate Coursework Record Form* (which is included in the appendix at the back of this booklet) to confirm that you have understood and followed the coursework requirements.

Where can I find information about coursework requirements?

F9 If you are submitting new coursework for GCE, GCSE (Outgoing) or Level 1 and Level 2 Certificate specifications, refer to the *Coursework* sections in the relevant specification. Written for teachers these sections include information on producing your coursework and understanding how it will be marked.

Preparation of new coursework for GCE and GCSE (Outgoing) specifications

F10 Private candidates may prepare new coursework for GCE, GCSE (Outgoing) or Level 1 and Level 2 Certificate specifications using one of the three following methods. You will need to decide which method you are following, as this will affect the way in which your coursework is authenticated and assessed. Further information is given in paragraphs F17 to F19.

Method 1 – Studying at the centre of entry

Method 1 candidates follow a course and attend sessions at an institution that is an AQA approved centre, but enter as private candidates. It is expected that the class teacher will supervise, authenticate and, unless you are entered for an externally-assessed coursework component, assess your coursework.

Method 2 – Studying through an accredited correspondence college

Method 2 candidates are defined as those who are following a distance-learning course with an institution that is accredited by AQA (see table below) as providing appropriate tutor support and satisfying AQA’s authentication procedures. Your tutor will authenticate and, unless you are entered for an externally-assessed coursework component, assess your work.

The table below shows organisations that provide distance-learning courses linked to AQA specifications and have been accredited by AQA as satisfying AQA’s authentication procedures for coursework.



Mercers College/Civil Service Correspondence School	
Ware Hertfordshire SG12 9DZ	☎ 01920 465926
National Extension College (NEC)	
The Michael Young Centre Purbeck Road Cambridge CB2 8HN	☎ 01223 400200

Candidates who are using distance-learning material from an institution other than those above will be classified as “studying independently” and will follow the third method of study.

Method 3 – Studying independently

Method 3 candidates are defined as those who are studying independently, e.g. studying at home, using private tuition or self-tuition, or studying via a distance-learning organisation other than those listed above. **Where the specification allows**, AQA will mark the coursework for specifications where the coursework would normally be assessed by a centre.


Authentication and assessment of new coursework

- F11** If you are submitting new coursework for GCE, GCSE (Outgoing) or Level 1 and Level 2 Certificate exams, you should read this section carefully.
- F12**  Private candidates wishing to submit new coursework should refer to the appropriate *Specification* to check that this option is available.
- F13**  Late entries from candidates submitting new coursework will **not** be accepted after the last date for submission of coursework (see paragraph F15).

What are the arrangements for authenticating and assessing my coursework?

- F14** All private candidates submitting new coursework for GCE, GCSE (Outgoing) and Level 1 and Level 2 Certificate exams must complete the appropriate sections of the *Private Candidate Coursework Information Form* (see the appendix at the back of this booklet).
- A separate *Private Candidate Coursework Information Form* **must** be completed for **each** subject entry for which you are submitting new coursework. You must give this to the Exams Officer at the centre when you make your entry (as detailed in paragraph D12).
- F15** The latest dates by which **centres** should submit your coursework to AQA are shown in the table below. You must check with the centre you are entering through when they will need the coursework from you - **their date by may be well in advance of the dates shown below.**

Exam Series	Coursework Submission Date	Qualification
November 2011 Series BG	5 November 2011	GCSE (Outgoing) English Specifications A and B <i>(Please note: these are only available to private candidates who are carrying forward coursework marks from a previous series, or Method 1 private candidates)</i>
January 2012 Series 1A	10 January 2012	GCE and GCSE (Outgoing) Coursework
June 2012 Series 6G	7 May 2012	GCSE (Outgoing) Coursework Level 1 and Level 2 Certificate
June 2012 Series 6A	15 May 2012	GCE Coursework (except Dance – see 31 May)
June 2012 Series 6A	31 May 2012	GCE Coursework (Dance)

 **Coursework entries will not be accepted after the deadline for the submission of coursework. It is your responsibility to ensure that your coursework is available for assessment on time.**

- F16** Arrangements for the authentication and assessment of coursework will vary according to the **method** (see paragraph F10) that you are following. These arrangements are explained on page 19.

Method 1 – Studying at the centre of entry

- F17** The class teacher will supervise, authenticate and, unless you are entered for an externally-assessed coursework component, assess your coursework. You must complete the standard subject-specific *Candidate Record Form* (CRF) and attach this to the front of your work. Failure to provide a signed *Candidate Record Form* will result in a mark of zero being issued for the component. Your teacher will submit your coursework to AQA.

Before making your entry, you should complete Sections 1, 2, 3(1), 5 and 6 of each *Private Candidate Coursework Information Form* for the subject entries for which you wish to submit new coursework. Section 4 does not need to be completed for this method.

When making your entry, you should give the completed *Private Candidate Coursework Information Form(s)* to the Exams Officer of your accommodating centre, who should also sign Section 3(1) of each form and forward the form(s) to AQA.

Method 2 – Studying through an accredited correspondence college

- F18** Your tutor will be in contact with you throughout your course. They will authenticate and, unless you are entered for an externally-assessed coursework component, assess your work.

You must complete either:

- a subject-specific *Candidate Record Form* (CRF) for centre-assessed work
- or
- a *Private Candidate Coursework Record Form*

and attach this to the front of your work.

Failure to provide a signed record form will result in a mark of zero being issued for the component. The correspondence college will then send your work, along with all appropriate documentation, to your AQA moderator for review.

Before making your entry, you should complete Sections 1, 2, 3(2), 4, 5 and 6 of each *Private Candidate Coursework Information Form* for the subject entries for which you wish to submit new coursework. You must provide your tutor's details in Section 4.

When making your entry, you should give the completed *Private Candidate Coursework Information Form(s)* to the Exams Officer of your accommodating centre who will send the forms to AQA.

Method 3 – Studying independently

- F19** For candidates who are studying independently (e.g. studying at home, using private tuition or self-tuition), and **where the specification allows**, AQA will mark the coursework for you. You must complete a *Private Candidate Coursework Record Form* and attach it to the front of your work. Failure to provide a signed record form will result in a mark of zero being issued for the component.

Before making your entry, you should complete Sections 1, 2, 3(3), 4, 5 and 6 of each *Private Candidate Coursework Information Form* for the subject entries for which you wish to submit new coursework.



You **must** provide your authenticator's details in Section 4 (see paragraphs F20 to F23). AQA will **not** accept coursework that has not been supervised for authentication purposes.

When making your entry, you should give the completed *Private Candidate Coursework Information Form(s)* to the Exams Officer of your accommodating centre who will forward the forms to AQA.

Who can authenticate my coursework?

F20 For each GCE, GCSE (Outgoing) and Level 1 and Level 2 Certificate subject entry for which you wish to submit new coursework, you will need to nominate an authenticator.

The authenticator is usually a tutor/teacher who is in regular contact with you and has supervised sufficient coursework material to be able to confirm that the work is your own. A relative may **not** act as your authenticator. For further information please contact the Coursework Processing section at any of our offices (see page 10).

AQA will conduct checks with authenticators to establish that they have seen sufficient work to satisfy the requirements for authentication. You will be responsible for any fees that your chosen authenticator might charge.



Any coursework submitted that is not authenticated will receive a mark of zero.

How is my coursework authenticated and assessed?

F21 Your authenticator should initial each page of the final version of each piece of coursework. You must ensure Section 4 of the *Private Candidate Coursework Information Form* is completed with your authenticator's details.

F22 You must complete a separate *Private Candidate Coursework Record Form* for each piece of coursework and return it, with your completed coursework, to the Exams Officer at your accommodating centre by the required date (see paragraph F15). The Exams Officer will then forward your coursework to the moderator appointed by AQA.

A copy of the *Private Candidate Coursework Record Form* is included in the appendix at the back of this booklet. Copies are also available from www.aqa.org.uk/privatecandidate.



You may be required to attend, at your own expense, on a date and at a venue specified by AQA, an interview with a moderator appointed by AQA to discuss your work. Local interviews cannot be guaranteed.

If you have any problems

F23 If you have any queries regarding the administration of coursework, please contact the Coursework Processing section for the subject concerned via any of our offices (see page 10).

F24 If you have any queries regarding the subject content of your coursework, please contact the relevant Subject Team directly (see page 10).

G

Controlled assessment for new GCSE and Functional English specifications

G1 Private candidates can **only** attempt Controlled Assessments **in a centre environment**.

What is Controlled Assessment?

G2 All new GCSEs and Functional English have Controlled Assessment rather than coursework. Controlled Assessment is similar to coursework in many ways and gives you an opportunity to show what you know about a certain topic or area of your subject.

However, Controlled Assessment is different from coursework by having controls which determine how and where you complete your assessments and what resources you may use.

These controls mean that:

- all students complete their assessments in the same way
- assessments are fairer and more reliable
- you get the marks you deserve.

G3 Your accommodating centre's teacher/tutor should prepare you for the Controlled Assessments and give you any advice and support that you need, such as how and where to research information. We recommend that you keep a research diary or folder so that you can:

- make a note of all the books, websites etc that you have used in your research
- keep your notes, ideas and essay plans together
- record any group work as you may be allowed to work in groups on certain activities
- let your teacher record their feedback and advice to you at certain stages during your assessment.

G4 Your accommodating centre's teacher/tutor will explain what reference materials and resources you may use and how your assessments have to be completed. It is important that you:

- hand in work that is your own
- don't allow other students to copy your work
- credit the author when you have copied work directly from books, the internet or other sources
- don't hand in work typed or word-processed by someone else without saying so.

If you have any questions or concerns about Controlled Assessment please contact your teacher or tutor or your centre's Exams Officer.

G5 Controlled Assessment does not currently apply to:

- GCE subjects

or to the outgoing specifications in

- GCSE English
- GCSE Science.

Controlled Assessment **does** apply to the new GCSE suite of Science specifications introduced for first teaching from September 2011.

G6 There are three stages to controlled assessment:

- Task Setting: outlines who will set the task (e.g. the awarding body and/or teachers) and what students have to do
- Task Taking: outlines how you go about taking the task and can be split into stages e.g. Research, Analysis and Write-up
- Task Marking: outlines who will do the marking e.g. the awarding body and/or teachers.

G7 Each stage has a level of control (high, medium or low) which determines how and where you complete your assessments and what resources you may use. This ensures reliability and authenticity and makes assessments more manageable for teachers and students. The level of control has been set by the government regulator for all awarding bodies.

The table below gives some control **examples**.

Stage		Control		
		High	Medium	Low
Task Setting		The awarding body sets the task	Teachers can set the task with guidance from the awarding body	
Task Taking	Research			Students can work unsupervised outside the classroom
	Analysis		Students do their analysis and selection under informal supervision	
	Write-up	Students write up their task in a supervised, classroom environment		
Task Marking		The awarding body does the marking	Work is assessed by teachers and moderated by the awarding body	

Which subjects include controlled assessment?

G8 Functional English includes a controlled assessment element for speaking, listening and communication.

G9 The following table shows the new GCSE specifications that include controlled assessment units that are available to private candidates. The controlled assessment units within each specification are shown in the GCSE [Entry Information For Private Candidates](#).

Specification Code	Specification Name
4408	Additional Science
4505	Additional Applied Science
4401	Biology
4130	Business Subjects and Economics (Applied Business, Business Studies and Business and Communication Systems)
4670	Chinese (Mandarin)
4402	Chemistry
4105	Citizenship Studies
4020	Classical Civilisation
4230	Dance
4430	Electronics

Table continued on next page...

Specification Code	Specification Name
4700	English
4705	English Language
4710	English Literature
4440	Environmental Science
4655	French
4030	Geography A
4035	Geography B
4665	German
4820	Health And Social Care
4040	History A
4045	History B
4415	Human Health and Physiology
4070	Humanities
4630	Italian
4403	Physics
4405	Science A
4500	Science B
4695	Spanish
4310	Statistics
4645	Urdu

How can I take controlled assessment tasks?

G10 Private candidates can **only** attempt Controlled Assessments **in a centre environment**.

G11 Your accommodating centre **must**

- **accept you for all elements** of Controlled Assessment Task Taking and Task Marking, including any elements of preparation and analysis prior to the Task Taking
- authenticate Controlled Assessment Tasks
- keep your work securely between sessions
- assess any Controlled Assessment Tasks.

G12 You **must** be available on the dates and times specified by your centre to undertake all elements of controlled assessment. This can include the writing-up sessions as well as any research and analysis sessions. All elements with high or medium levels of control must be undertaken within the centre, or externally with centre supervision e.g. a field trip. The timings of these sessions will vary but writing-up sessions can be as long as 6 hours and research and analysis sessions can be as long as 20 hours.

G13 Please note that AQA will not:

- assess Controlled Assessment Tasks (CATs), except for units that have been designated High level of control for Task Marking
- authenticate CATs
- release CATs to private candidates for security reasons.

When do I have to complete my controlled assessment?

G14 Your accommodating centre will inform you of the times and dates when you will need to attend controlled assessment sessions. All controlled assessments must be completed and work/marks submitted by the dates in the table below.

Exam Series	Last Date for Submission of Work/Marks	Qualification
November 2011 Series BG	5 November 2011	Functional English - Speaking, listening and communications (levels 1 and 2)
January 2012 Series 1A	10 January 2012	GCSE Functional English - Speaking, listening and communications (levels 1 and 2)
March 2012 Series 3G	28 February 2012	Functional English - Speaking, listening and communications (levels 1 and 2)
June 2012 Series 6G	7 May 2012	GCSE but see below also (31 May)
June 2012 Series 6A	15 May 2012	Functional English - Speaking, listening and communications (levels 1 and 2)
June 2012 Series 6G	31 May 2012	GCSE Dance Units 3 and 4

Further information on controlled assessment

G15 Further information about controlled assessment is available from the AQA Website at www.aqa.org.uk/assessment .

G16 Subject specific leaflets detailing the levels of control are available on the AQA Website at www.aqa.org.uk/subject-leaflets .

G17 If you have any queries about controlled assessment, you should contact the appropriate Subject Team (see page 10 for contact details).

H

Information about your written exam

- H1** Please read this section carefully. If there is anything you do not understand you should ask the Exams Officer of your accommodating centre.

Further information regarding the following regulations is available from the various JCQ notices to candidates. Copies of these notices will be on display inside and outside the exam room at your accommodating centre and are available from the JCQ Website (www.jcq.org.uk).

Regulations

- H2** You must be on time for all exams. Your work might not be accepted if you are late.
- H3** Involvement in any unfair or dishonest practice in any part of the exam may result in disqualification from all subjects.

Your accommodating centre will report all cases of irregularity or misconduct connected with the submission of coursework or with occurrences in the exam room to AQA.



If AQA is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled.




For serious regulation breaches you may also be disqualified from the current exam and debarred from future GCE and GCSE exams with all awarding bodies.



Impersonation of another candidate for exams is a criminal offence.

- H4** You must **not** take into the exam room any unauthorised materials or equipment (e.g. calculator cases/instruction leaflets, bags, pencil cases, personal stereos, electronic or radio communication devices, **including mobile phones**).
- H5** You must not talk to or disturb other candidates once the exam has started.
- H6** For exams longer than one hour, you cannot leave the exam room until at least one hour after the published starting time. If you are allowed to leave before the end of the exam you cannot return.

Preliminary (Pre-release) material

- H7** Some exams require the release of preliminary material to candidates in advance of the exam e.g. guidance notes for candidates' projects or practical assignments, outlines of projects to be completed, source material for case studies, data sheets, etc.
- H8** Details of exams with preliminary material and of the material itself are given in the appropriate *Entry Information For Private Candidates* booklet. Exams requiring preliminary material are marked .
- H9** Your accommodating centre should forward any preliminary material to you as required but it is **your** responsibility to ensure that you receive this.

If you have not received the required material at the appropriate time, you should contact the Exams Officer of your accommodating centre.

- H10** Copies of preliminary material will only be sent by AQA to your accommodating centre for forwarding to you. AQA will not supply this material to third parties, e.g. private tutors, or direct to candidates.

What can I do if I have any problems before or during my exams?

H11 AQA is always prepared to consider Access Arrangements for candidates who suffer from severe physical disabilities or who are disadvantaged by temporary injury. You must request Access Arrangements via your accommodating centre when you make your entry i.e. **before** the exam and according to the dates in the table below. You must provide appropriate evidence to support an application for access arrangements. For evidence requirements and criteria please refer to the JCQ *Access Arrangements, Reasonable Adjustments and Special Consideration* at www.jcq.org.uk. Where the arrangements involve the resources of the centre, it is their decision on whether they accept your entry.

Month of exam	Access arrangement	Deadline
November 2011	Modified papers	20 September 2011
November 2011	All other Access Arrangements (apart from modified papers)	4 October 2011
January 2012	Modified papers	4 October 2011
January 2012	All other Access Arrangements (apart from modified papers)	21 October 2011
March 2012	Modified papers	30 November 2011
March 2012	All other Access Arrangements (apart from modified papers)	21 January 2012
May/June 2012	Modified papers	21 February 2012*
May/June 2012	All other Access Arrangements (apart from modified papers)	21 March 2012

* For those re-sitting units in June 2012, following the publication of January 2012 exam results, applications for modified papers must be received no later than 21 March 2012.

N.B. modified papers may not be available if applications are not received by the above dates.

H12 Special Consideration may also be given **after** the exam to the work of candidates affected in the exam by illness, temporary injury or other impediment. You must request Special Consideration via your accommodating centre at the time of the exams. Requests will not be considered after the publication of results.

H13 If you feel you may need either Access Arrangements or Special Consideration you should contact the Exams Officer of the accommodating centre for advice.

Timetable clashes

H14 If you discover that you have two or more exams at the same time you must contact the Exams Officer at your accommodating centre immediately. Alternative arrangements will be made where possible.

I

Results and certificates

When are results published?

- I1 Your results will be available from your accommodating centre on or after the date shown in the table below. You should make arrangements for your results to be either forwarded to you by the centre or collected by you from the centre. Results will **not** be available from AQA.
- I2 Results for GCE, FSMQ (new specification) and Functional Skills exams are also made available by AQA to The Universities and Colleges Admissions Service (UCAS).

What can I do if I am unhappy with my results?

- I3 Details of available post-results services are given in the booklet *Post-Results Services* at www.jcq.org.uk/exams_office/postresult_services/.
- I4 Details of AQA's fees for post-results services are given in the circular EAR/02 *Post-Results Fees*, which is available at www.aqa.org.uk/results-fees.
- I5 The Exams Officer of your accommodating centre will also have copies of both the above documents.
If you have any queries about post-results services, you should contact Exams Office Support at the Publications office (see page 10 for contact details).

- I6 To request an Enquiry about Results ask for an application form from the Exams Officer of your accommodating centre (see paragraph I11 also).

Enquiries about Results should be sent direct to AQA by the date shown in the table below accompanied by the appropriate fees. Requests are dealt with in order of receipt and will not be accepted after the last dates shown in the table below.

Series Code	Month of Exams	Exams in Series Available to Private Candidates	Date of publication of results	Last Date for Applications for Enquiries about Results
BG11	November 2011	GCSE <i>New Specification</i> Mathematics Units 1 and 2 GCSE <i>New Specification</i> Science B Unit 1 GCSE <i>Outgoing Specifications</i> English A and B, Mathematics A, Mathematics B Modules 1,3 and 5 and Award GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1a and 1b Objective Test Units GCSE <i>Outgoing Specifications</i> Science A, Biology, Chemistry and Physics Awards Functional Skills (English, ICT and Mathematics) (Levels 1 and 2)	12 January 2012	9 February 2012
1A12	January 2012	GCE Units and Awards GCSE <i>New Specifications</i> Units (including Sciences <i>New Specifications</i> Units Biology 1, Chemistry 1, Physics 1 and Science A1, A2) and Awards GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1, 2 and 3 Written Paper Units GCSE <i>Outgoing Specifications</i> Science B, Additional Science, Biology, Chemistry and Physics Awards GCSE in Applied Subjects <i>Outgoing Specification</i> Science Units and Awards GCSE in Applied Subjects <i>Outgoing Specification</i> ICT Unit 3 and Award Functional Skills (English, ICT and Mathematics) (Level 1 and 2)	8 March 2012	17 April 2012
3G12	March 2012	GCSE <i>New Specification</i> Science B Unit 1, 2 and 3 GCSE <i>New Specification</i> Mathematics Units 1 and 2 GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1a + 1b Objective Test Units GCSE <i>Outgoing Specifications</i> Science A, Biology, Chemistry and Physics Awards Functional Skills (English, ICT and Mathematics) (Level 1 and 2)	19 April 2012	17 May 2012

Table continued overleaf...

Series Code	Month of Exams	Exams in Series Available to Private Candidates	Date of publication of results	Last Date for Applications for Enquiries About Results
6A12	June 2012	GCE Units and Awards Functional Skills (English, ICT and Mathematics) (Level 1 and 2)	16 August 2012	20 September 2012
6G12	June 2012	GCSE <i>New Specifications</i> Units (except Mathematics Units 1,2 and 3 and Science B Units 1, 2 and 3) GCSE (including GCSE in Applied Subjects) <i>New and Outgoing Specifications</i> Awards GCSE <i>Outgoing Specifications</i> Sciences Centre Assessed Units AQA Certificates Level 1 and Level 2 Certificates FSMQ <i>New Specification</i> (Foundation and Higher levels) Units	23 August 2012	20 September 2012
6V12	June 2012	GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1, 2 and 3 Written Paper Units GCSE in Applied Subjects <i>Outgoing Specification</i> Science Units	23 August 2012	20 September 2012
6M12	June 2012	GCSE Mathematics Units 1, 2 and 3 GCSE <i>New Specification</i> Science B Units 1, 2 and 3 GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1a and 1b Objective Test Units	23 August 2012	20 September 2012

Late awards

- I7** If you have completed all the units required for a **GCE** or **new GCSE** subject award but not entered for an award in the January or June exam series you may (via the accommodating centre's Exams Officer):
- enter for an award free-of-charge after the issue of unit results and before the closing date for Enquiries about Results (see table on page 27)
 - apply to AQA to see if a very late aggregation can be made after the period shown above in a). This application must give the reasons for the request and include the administrative fee payment (for fee details see the *Entry fees and other charges 2011-2012* available via the Entries menu on the [Administration/Library](#) page of our website). You may also need to return your certificate if other subject awards have already been made in the particular exam series
 - enter for a GCE subject award (only) in a future January or June exam series, if the specification is still available.

Access to Scripts

- I8** You can request access to your marked exam papers.
- I9** Details of Access to Scripts services and procedures are given in the booklet *Centre Results Explained* at www.aqa.org.uk/results-info .
- I10** Fees details of Access to Scripts services are given in the booklet *Post-Results Fees* which is available at www.aqa.org.uk/admin/p_results_fees.php .

The Exams Officer of your accommodating centre will also have copies of both the *Centre Results Explained* and *Post-Results Fees* booklets.

To request an Access to Scripts service ask for an application form from the Exams Officer of your accommodating centre. Applications for Access to Scripts should be sent direct to AQA by the date shown in the table on the following page. All applications must be accompanied by the appropriate fees.

Closing dates for requests for Access to Scripts services

Series Code	Month of Exams	Exams in Series Available to Private Candidates	Last Date for Requesting Photocopied Scripts	Last Date for Requesting Original Scripts
BG11	November 2011	GCSE <i>New Specification</i> Mathematics Units 1 and 2 GCSE <i>New Specification</i> Science B Unit 1 GCSE <i>Outgoing specifications</i> English A and B, Mathematics A, Mathematics B Modules 1,3 and 5 and Award GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1a and 1b Objective Test Units GCSE <i>Outgoing Specifications</i> Science A, Biology, Chemistry and Physics Awards Functional Skills (English, ICT and Mathematics) (Levels 1 and 2)	Not available	28 February 2012
1A12	January 2012	GCE Units and Awards GCSE <i>New Specifications</i> Units (including Sciences <i>New Specifications</i> Units Biology 1, Chemistry 1, Physics 1 and Science A1, A2) and Awards GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1, 2 and 3 Written Paper Units GCSE <i>Outgoing Specifications</i> Science B, Additional Science, Biology, Chemistry and Physics Awards GCSE in Applied Subjects <i>Outgoing Specification</i> Science Units and Awards GCSE in Applied Subjects <i>Outgoing Specification</i> ICT Unit 3 and Award Functional Skills (English, ICT and Mathematics) (Level 1 and 2)	16 March 2012	28 April 2012
			Not available	
3G12	March 2012	GCSE <i>New Specification</i> Science B Unit 1, 2 and 3 GCSE <i>New Specification</i> Mathematics Units 1 and 2 GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1a + 1b Objective Test Units GCSE <i>Outgoing Specifications</i> Science A, Biology, Chemistry and Physics Awards Functional Skills (English, ICT and Mathematics) (Level 1 and 2)	Not available	31 May 2012
6A12	June 2012	GCE Units and Awards Functional Skills (English, ICT and Mathematics) (Level 1 and 2)	24 August 2012	4 October 2012
			Not available	
6G12	June 2012	GCSE <i>New Specifications</i> Units (except Mathematics Units 1,2 and 3 and Science B Units 1, 2 and 3) GCSE (including GCSE in Applied Subjects) <i>New and Outgoing Specifications</i> Awards GCSE <i>Outgoing Specifications</i> Sciences Centre Assessed Units AQA Certificates Level 1 and Level 2 Certificates FSMQ <i>New Specification</i> (Foundation and Higher levels) Units	Not available	4 October 2012
6V12	June 2012	GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1, 2 and 3 Written Paper Units GCSE in Applied Subjects <i>Outgoing Specification</i> Science Units	Not available	4 October 2012
6M12	June 2012	GCSE Mathematics Units 1, 2 and 3 GCSE <i>New Specification</i> Science B Units 1, 2 and 3 GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1a and 1b Objective Test Units	Not available	4 October 2012

If you have any queries about Access to Scripts, you should contact Exams Office Support at the Publications office (see page 10 for contact details).

Priority Photocopies

I11 Private candidates entered for GCE exams will be able to request photocopies of scripts to decide whether or not to request an Enquiry about Results (see paragraphs I3 to I6).

Requests for this service must be received by AQA **within eight days of the publication of results**. Photocopies of scripts will then be sent to your accommodating centre at least 10 days before the closing date for Enquiries about Results. You should make arrangements with your accommodating centre to collect the scripts. This service is only available to GCE candidates.

- I12** For GCE and GCSE exams you can request a photocopy of a re-marked script at the time the Enquiry about Results request is made.
- I13** You can request the return of your original scripts for general interest or to support future learning. All applications must be made to AQA within two weeks of the closing date for Enquiries about Results. The original scripts will be sent to you following the last date for Enquiries about Results (see table on page 27).

Certificates

- I14** Certificates will be issued to all candidates who achieve a subject award at the following grades:
- Pass in the Level 1 and Level 2 Certificate
 - Grade G or higher in the Certificate in Use of Mathematics
 - Grade G or higher in the AQA Certificate
 - Grade G or higher at GCSE
 - Grade E or higher at GCE AS or Advanced
 - Grade E or higher at FSMQ (new specification).

Certificates are not produced for Unclassified (U) grades.

For the following specifications you are reminded of the need to enter for the overall subject award as well as any module/unit tests (see the individual *Entry Information For Private Candidates* booklets):

- GCSE (new and outgoing modular)
- GCSE in Applied Subjects
- Certificate in Use of Mathematics
- Functional English
- all GCE specifications.

Candidates who do not enter for the subject award will not receive a certificate.

- I15** Certificates will be sent to your accommodating centre after the appropriate closing date for Enquiries about Results. You should ensure that you make arrangements with the Exams Officer for your certificate to be either collected by you from the centre or forwarded to you, in which case you should ensure that you inform your accommodating centre immediately of any change of address.

J
Fees

What are the fees for the 2011/2012 exams?

J1 A copy of the *Entry Fees and other charges 2011/12* is available on the AQA Website via the Entries menu at www.aqa.org.uk/library. Paragraphs J2 to J4 explain Late Entry, Amendment and Very Late Entry fees.

Entry Closing Dates and Additional Late Entry Fees

J2 The table below shows the entry closing dates for each exam series and when any additional charges will apply:

Series Code	Month of Exams	Exams in Series Available to Private Candidates	Entry Closing Date: Late Entry Fees apply after	Very Late Entry Fees and Amendment Fees apply after
BG11	November 2011	GCSE <i>New Specification</i> Mathematics Units 1 and 2 GCSE <i>New Specification</i> Science B Unit 1 GCSE <i>Outgoing specifications</i> English A and B, Mathematics A, Mathematics B Modules 1,3 and 5 and Award GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1a and 1b Objective Test Units GCSE <i>Outgoing Specifications</i> Science A, Biology, Chemistry and Physics Awards Functional Skills (English, ICT and Mathematics) (Levels 1 and 2)	4 October 2011	25 October 2011*
1A12	January 2012	GCE Units and Awards GCSE <i>New Specifications</i> Units (including Sciences <i>New Specifications</i> Units Biology 1, Chemistry 1, Physics 1 and Science A1, A2) and Awards GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1, 2 and 3 Written Paper Units GCSE <i>Outgoing Specifications</i> Science B, Additional Science, Biology, Chemistry and Physics Awards GCSE in Applied Subjects <i>Outgoing Specification</i> Science Units and Awards GCSE in Applied Subjects <i>Outgoing Specification</i> ICT Unit 3 and Award Functional Skills (English, ICT and Mathematics) (Level 1 and 2)	21 October 2011	15 December 2011*
3G12	March 2012	GCSE <i>New Specification</i> Science B Unit 1, 2 and 3 GCSE <i>New Specification</i> Mathematics Units 1 and 2 GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1a + 1b Objective Test Units GCSE <i>Outgoing Specifications</i> Science A, Biology, Chemistry and Physics Awards Functional Skills (English, ICT and Mathematics) (Level 1 and 2)	21 January 2012	21 February 2012*
6G12	June 2012	GCSE <i>New Specifications</i> Units (except Mathematics Units 1,2 and 3 and Science B Units 1, 2 and 3) GCSE (including GCSE in Applied Subjects) <i>New and Outgoing Specifications</i> Awards GCSE <i>Outgoing Specifications</i> Sciences Centre Assessed Units AQA Certificates Level 1 and Level 2 Certificates FSMQ <i>New Specification</i> (Foundation and Higher levels) Units	21 February 2012	21 April 2012*
6A12	June 2012	GCE Units and Awards Functional Skills (English, ICT and Mathematics) (Level 1 and 2)	21 March 2012	21 April 2012
6V12	June 2012	GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1, 2 and 3 Written Paper Units GCSE in Applied Subjects <i>Outgoing Specification</i> Science Units	21 March 2012	21 April 2012*
6M12	June 2012	GCSE Mathematics Units 1, 2 and 3 GCSE <i>New Specification</i> Science B Units 1, 2 and 3 GCSE <i>Outgoing Specifications</i> Biology, Chemistry and Physics 1a and 1b Objective Test Units	26 April 2012	14 May 2012*

* The Very Late Entry Fee does not apply to entries for AQA GCSE Module Tests in new and outgoing specifications

- J3** If your initial entry is received between the closing date for entries (fourth column in the table above) and the date shown for Very Late Entries (fifth column), your entry will be accepted only on payment of a Late Entry Fee for each subject/module/unit entry **in addition to the normal Entry Fees**.
- J4** If your initial entry is received by AQA after the date shown for Very Late Entry Fees (fifth column), your entry will be accepted only on payment of a Very Late Entry Fee for each subject/module/unit entry **in addition to the normal Entry Fees**.

How do I pay the fees for my entry?

- J5** All fees must be paid directly to the centre, **not** AQA, when you make your entry. Some centres may pay a surcharge for non-electronic entries which will be passed on to you.

Can I change or cancel my original entry?

- J6** Yes but see J10 to J13. You must submit any changes to your entry to the accommodating centre's Exams Officer, together with any necessary fees.

How much does it cost to change my entry?

- J7** If your original entry was received by the entry closing date, up to and including the deadline for amendments you can:
- amend your existing entries without additional charge
 - enter for additional subjects/units/modules on payment of only the appropriate Entry Fee for each additional entry.
- J8** If your original entry was received after the entry closing date and was subject to Late Entry Fees, up to and including the deadline for amendments you can:
- amend your existing entries without additional charge
 - enter for additional subjects/units/modules on payment of the appropriate Entry Fee **and** Late Entry Fee for each additional entry.
- J9** If you submit a request to transfer your entry from one option/tier/module/unit/specification to another **after** the Entry Amendment deadline, you will be charged an Amendment Fee.
- The Amendment Fee is payable in addition to the Entry Fee for:
- the addition of each new entry for a candidate already entered
 - an amendment of an existing entry from one specification to another
 - a change of entry from one unit/module/option/tier/level/component to another within the same specification.

Can I cancel my entry at any time?

- J10** Requests for withdrawal must be received by AQA (via the Exams Officer) no later than 14 days before the publication of results.
- J11** If your withdrawal is received **on or before the amendment deadline** the full Entry Fees will be returned to your centre. Late Entry Fees will not be refunded.
- J12** There will be no refunds for withdrawals made **after the amendment deadline**, unless on medical grounds. In such cases, a **partial** refund of entry fees will be made if the request:
- is sent by the Exams Officer within two weeks of the last exam in the relevant series
 - includes satisfactory supporting medical evidence e.g. a Doctor's note.

No refunds will be made for Late Entry, Very Late Entry or Amendment Fees.

J13 No fees will be refunded for absence from the exam on non-medical grounds.

Is any financial assistance available?

J14 For advice regarding financial assistance, contact your Local Education Authority.

K

Entry codes

- K1** The entry codes to be used for entering GCE units and subject awards are available in the following booklet:
Entry Information For Private Candidates GCE January and June 2012.
- K2** The entry codes to be used for entering GCSE units and subject awards and all other qualifications are available in the following booklet:
Entry Information For Private Candidates GCSE All Series 2011-2012.
- K3** The above booklets listing the entry codes by series are available from the AQA Website at the following address, www.aqa.org.uk/admin/p_private.php and on request from the Manchester office.
- K4** For a list of series and available qualifications, see page 12 of this booklet.
- K5** If you are unsure as to which booklet you will require, please contact the Entries Department at our Manchester office for advice (see page 10 for contact details).

L

Glossary

A2	The second half of a GCE A-level qualification. It can only be claimed once all AS and A2 units have been entered by making an entry for the relevant subject award code.
Absent	If a candidate does not attend an exam they will be recorded as 'Absent' and a mark of zero will be reported for that exam.
Access Arrangements	Access Arrangements are applied for by Exams Officers before an exam for candidates with particular requirements. Access Arrangements ensure candidates are not disadvantaged in exams e.g. a candidate with impaired sight can have a question paper in Braille (see paragraph H11).
Access to Scripts	The process by which candidates can request to see their exam scripts after results publication for a particular exam series (see paragraphs I8 to I10).
Advanced Level (A-level)	A-levels are normally taken as a two year course, often progressing from GCSE or its equivalent. Seen as the main route to higher education, A-levels are usually taken by 16-19 year olds and must be claimed using the relevant subject award code. All A-level units can be taken in one year and can be sat in any order, though it is advisable to take them in the order suggested in the specification.
Advanced Subsidiary (AS)	A stand alone qualification valued as half a full A-level. It must be claimed using the relevant subject award code and is usually taken in the first year of an A-level course. All units can be taken in one year, in any order, though it is advisable to take them in the order suggested in the specification.
Aggregation	Also referred to as cashing-in, this is the addition of results in modular or unitised courses to produce a final subject grade.
Amendment	This is where an entry is changed, added to or withdrawn from a candidate's entry record. Amendments need to be requested via your accommodating centre's Exams Officer.
Applied Qualifications	A qualification providing a broad education as a foundation both for training leading to employment and for further and higher education. Only certain GCSEs in Applied Subjects (Applied GCSEs) are available to private candidates under certain circumstances (see the relevant <i>Entry Information</i> booklet and specification).
AQA	The Assessment and Qualification Alliance.
AQA Certificate	The AQA Certificates are Level 1/2 qualifications for teaching from September 2011. Designed for the UK market, they are the equivalent to a GCSE full course.
Authentication	The procedure confirming coursework is the candidate's own work (see Section F of this booklet).
Authenticator	The person confirming the candidate's coursework is their own work. They are usually the tutor/teacher of the private candidate but must not be related to them (see Section F of this booklet).
Award	The qualification received by a candidate who achieves the minimum grade requirement.
Awarding Body	The organisation that produces the specification, sets the exam, assesses candidates, awards certificates and maintains standards. There are several U.K. awarding bodies.
Candidate	A person entered for an exam.
Candidate Record Form (CRF)	The form attached to each piece of submitted coursework. This form should only be used by those private candidates studying using Method 1, otherwise the <i>Private Candidate Coursework Record Form</i> should be used (see Section F of this booklet).

Carry forward	Where a candidate has received a coursework result in a previous exam series and wants to re-use that mark in a subsequent exam series (see Section F of this booklet).
Cash-in	Also referred to as aggregation, this is the addition of results in modular or unitised courses to produce a final subject grade.
Centre	Usually a school or college approved by an awarding body to make exam entries.
Certificate	The official document produced when a subject award is achieved by attaining the minimum grade or higher (see Section I of this booklet).
Classification Code	The code that describes the subject area to which a specification belongs. If you take two specifications with the same classification code, schools/colleges/universities/employers are very likely to take the view that you have achieved only one.
Closing date	The deadline for making entries (see Section D of this booklet), submitting new coursework (see Section F of this booklet), or making an enquiry about results (see Section I of this booklet).
Component	The constituent part(s) making up a subject, unit or module entry. Some entries have just one component (e.g. a written exam), others have multiple components (e.g. a written exam and coursework). Please refer to the relevant <i>Entry Information</i> booklet or specification for more detail.
Controlled Assessment	Most new GCSEs have Controlled Assessment rather than coursework. Controlled Assessment is similar to coursework as it gives you an opportunity to show what you know about a certain topic or area of your subject. It differs, however, by having controls determining how and where you complete your assessments and what resources you may use (see Section G of this booklet).
Coursework	Usually a project or assignment undertaken by the candidate throughout certain courses. Coursework must be submitted by a set closing date and authenticated (see Section F of this booklet). It is usually marked by the accommodating centre, but where the specification allows, AQA will mark it. A <i>Private Candidate Coursework Information Form</i> and <i>Private Candidate Coursework Record Form</i> (or <i>Candidate Record Form</i>) must be completed and returned for each piece of coursework.
Entry	The official notification, via an AQA-approved centre, of the units or subjects in which a candidate wants to be examined in a particular series. Each entry has a code which must be used by the centre to inform AQA (see <i>Entry Information</i> booklet for relevant qualification). Entries must be received by the official closing date or will be subject to an additional fee (see Section J of this booklet). If entering coursework a <i>Private Candidate Coursework Information Form</i> must be completed and submitted along with the entries.
Exams Officer	A member of staff at a centre who is responsible for administering exams and dealing with your queries.
External Candidate	See Private Candidate.
Externally-assessed	This is where the coursework is marked by AQA.
Fees	The charge for each entry. Additional fees are applied to late entries (see Section J of this booklet).
FSMQs	Free Standing Mathematics Qualifications. These are Level 1-3 qualifications in the National Qualifications Framework and are aimed at post-16 students but are accredited for all age groups. FSMQs may be taken alongside any qualification, and taken as individual units. These may be combined to form a Use of Mathematics qualification.
Functional Skills	Practical skills in English, ICT and Maths. Functional Skills show students how to apply each subject to everyday situations.

GCE General Certificate of Education. Includes AS and A-levels. Normally sat by 16 - 18 year olds, but are available to anyone of any age.

GCSE General Certificate of Secondary Education. Normally sat by 14 - 16 year olds, but are available to anyone of any age.

Grades A candidate's level of achievement for each subject and qualification attempted. The range of grades is as follows:

Qualification	Grade Available
GCSE	A* - G
GCE AS/A2	A* - E
FSMQ (New specification) Foundation and Higher levels	A - E
Functional Skills	Level 1/Level 2
Level 1 and Level 2 Certificate	Level 1/Level 2
Certificate in Use of Mathematics	A* - G
AQA Certificate	A* - G
AQA Level 2 Certificate in Further Mathematics	A [^] - G

Those who don't achieve the minimum grade will receive an Unclassified/Ungraded (U) grade and will not receive a certificate.

Late Award An application for a GCE or new GCSE subject award entry made up to four weeks after results publication. Late Awards are requested by candidates who have received their unit results but not aggregated them (cashed-in) to receive an overall grade.

Level 1 and Level 2 Certificate Qualifications designed to provide the skills, knowledge and understanding that prepare candidates for working life and make them confident members of society. Level 1 is equivalent to GCSE grades D-G and Level 2 is equivalent to GCSE grades A*-C.

Linear Also referred to as non-modular or end-of-course assessment linear specifications are where all exams are taken at the end of the course.

Moderator The person employed by AQA to ensure all coursework is marked to the same standard. In certain circumstances they can also mark coursework directly for private candidates.

Modular A specification where candidates are examined throughout their course. At the end of the course, results for the modules are added together (aggregated) to give an overall grade.

Oral Speaking tests in GCSE English and GCSE and GCE Modern Foreign Languages.

Preliminary Material Sometimes referred to as pre-release material, these are documents released to candidates before their exam including case study material and guidance notes for projects/assignments.

Prime Marking This refers to the marking of coursework. Your accommodating centre will prime mark any centre-assessed coursework; AQA will prime mark externally-assessed coursework.

Private Candidate A candidate who is entirely responsible for making their own entry and paying their own entry fees through an AQA approved centre.

Private Candidate Coursework Information Form The official document which provides information on how coursework has been prepared. A separate form is needed for each subject entry with coursework. It must be presented to the Exams Officer of the accommodating centre when making the entry (see Section F of this booklet).

Private Candidate Identification Form	<p>The official document completed by a private candidate who:</p> <ul style="list-style-type: none"> • is not known to the centre • does not possess a current and valid passport or driving licence incorporating a photograph. <p>It must be presented to the Exams Officer of the accommodating centre when making the entry so the private candidate's identity can be confirmed at the start of each exam (see Section E of this booklet).</p>
Private Candidate Coursework Record Form	<p>A document to be completed, signed by the private candidate and the authenticator, and attached to each piece of coursework submitted. It should be used by Method of Study 2 or 3 candidates (see Section F of this booklet).</p>
Re-mark	<p>A Post-Results Service. Over a limited period, candidates not happy with results can apply for their work to be marked again (see Section I of this booklet).</p>
Series	<p>The sessions throughout the academic year when exams take place. Each series has a code which describes which exams are being examined and at which time of year (see paragraphs D8 to D10 of this booklet).</p>
Special Consideration	<p>An adjustment to the mark for a candidate who was temporarily ill or injured at the time of assessment. Special Consideration is applied for after an exam has been taken. See paragraphs H12 and H13.</p>
Specification	<p>Formerly a syllabus, this is the document describing what subject content a candidate might be examined on for a particular qualification. Specifications are available from the AQA Website via www.aqa.org.uk/qualifications.</p>
Subject Award	<p>The overall grade for a subject.</p>
Syllabus	<p>See Specification.</p>
Tier	<p>Describes the range of grades a candidate can achieve at GCSE. Foundation tier candidates can achieve a maximum of grade C, but Higher tier candidates can achieve a maximum of A* (see relevant specifications).</p>
UCI	<p>The Unique Candidate Identifier is 13-characters long and may be found on any previous statement of entry or results or on a certificate.</p>
ULN	<p>The Unique Learner Number is 10-digits long and may be found on any previous statement of entry or results or on a certificate.</p>
UMS	<p>Uniform Mark Scales are used to convert 'raw' marks into standardised uniform marks. They are used in GCE, modular GCSE, GCSE Mathematics (non-modular), FSMQ and the AQA Certificate.</p>
Unclassified	<p>The grade for those who do not achieve the minimum grade requirement.</p>
Unitised	<p>A specification (similar to modular) where candidates are examined throughout the course. At the end of the course unit results are added together (aggregated) to give an overall grade (see specification).</p>
Withdrawal	<p>The cancellation of an entry made as an amendment to entry via the accommodating centre.</p>
X	<p>The mark reported for those absent from a particular exam. The UMS mark for 'X' is zero.</p>

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GCE, GCSE, AQA Certificate, Level 1 and Level 2 Certificate, Functional Skills and FSMQ Exams

Academic Year 2011-2012

Please read the notes overleaf

This form is to be completed by someone who knows you and who is in one of the following categories:

Head of an educational institution, medical practitioner, minister of religion, magistrate, solicitor, bank manager or your employer.

To be completed by the witness

<p>I certify that I am satisfied that the photograph gives a true likeness of</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p style="text-align: center;"><i>(Please use block capitals)</i></p> <p>and that his/her identity has been established to my satisfaction.</p> <p>I have authenticated a photograph by endorsing it with my own signature and (if applicable) my official stamp.</p>
Name of Witness:
Profession of Witness:
Address of Witness:
Home Telephone Number of Witness: <i>(please include the STD code)</i>
Signature of Witness:
Date:

GCE, GCSE, AQA Certificate, Level 1 and Level 2 Certificate and Functional Skills Exams

Academic Year 2011-2012

Notes on the Private Candidate Identification Form

This form is to be completed by someone who knows you and who is in one of the following categories:

Head of an educational institution, medical practitioner, minister of religion, magistrate, solicitor, bank manager or your employer.

School and College Centres

This form **must** be completed on behalf of candidates who are not known personally to the staff of the accommodating centre and who do not possess a current, valid passport or driving licence with photograph.

You must take the completed *Private Candidate Identification Form*, together with the witnessed photograph, to the centre at which you will be taking the exam. You must give them, and a second passport sized photograph, to the Head or Exams Officer when you make your entry, so that your identity can be checked before each exam session.

To see how AQA complies with the Data Protection Act 1988 please see our Privacy Statement at www.aqa.org.uk

- If you are a private candidate entering a GCE, GCSE (Outgoing), Level 1 or Level 2 Certificate subject with a coursework component or the AQA Certificate in English Language you must complete this form.
- If you are a private candidate entering controlled assessment for a GCSE (New Specification) subject, you do ***not*** need to complete this form, as your centre must authenticate and mark your work.
- You must complete a separate form for each coursework component.
- You must give this completed form to the Exams Officer **when you make your entry**.

Exams Officers: Please ensure that the appropriate sections have been completed and forward to AQA Coursework Processing (Manchester) before the closing date for entries.

1. Candidate's Personal Details *(Please use block capitals)*

Candidate name: _____ Candidate no:

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Centre name: _____ Centre no:

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Level (e.g. GCSE): _____ Subject _____ Component code: _____

Series (November, January or June) and Year: _____ (GO TO 2)

2. Coursework Details

Do you wish to carry forward coursework marks from a previous exam? *(please ✓)* Yes No (GO TO 3)

Previous centre name: _____ Previous centre no:

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Exam taken: _____ Previous subject code: _____ Previous candidate no:

--	--	--	--

 (GO TO 5)
(e.g. June 2005) (As shown on results slip)

3. Method of Study

Please ✓ **one** of the following boxes to indicate the method of study you are following:

(1) I am a student following a course at an AQA registered centre (e.g. evening class). The centre will authenticate and mark my work* alongside and to the same standard as any internal candidates that are being entered.
* unless entered for externally-assessed coursework component

Exam Officer's Signature: _____ (GO TO 5)

(2) I am a student with an AQA accredited distance-learning organisation
National Extension College (NEC) / Mercers College *(please delete as appropriate)*
Candidate enrolment no: _____ (GO TO 4)

(3) I am a student studying independently (e.g. private tuition; self tuition; ICS; educated at home)
(GO TO 4)

4. Authenticator Details *(to be completed only if 3(2) or 3(3) have been ticked) (Please use block capitals)*

Your coursework **must** have been supervised for authentication purposes by an approved authenticator. An approved authenticator would normally be your tutor or teacher who has been in regular contact with you and supervised sufficient coursework to be able to confirm that it is solely your work. A relative may **not** act as your authenticator. **Please note** that it will not be possible to accept work that has not been supervised by an approved authenticator.

I confirm that the coursework that is to be submitted for assessment in the exam named overleaf is being supervised by the person named below who has agreed to authenticate my coursework.

Authenticator's name: _____

Authenticator's address: _____

_____ Post Code: _____

Telephone number: Home _____

Work _____

Authenticator's Occupation/: _____

Profession/ Qualification *(e.g. teacher in school, private tutor. etc.)*

Relationship to Candidate: _____

Arrangements made with authenticator during the completion of your coursework *(please give details)*

(GO TO 5)

5. Candidate's Address

Candidate's name: _____

Candidate's address: _____

_____ Post Code: _____

Telephone number: Home _____

Work _____

(GO TO 6)

6. Candidate's Declaration

The information contained in this form is true and correct to the best of my knowledge

Candidate's signature _____ Date _____

Note to Candidate: AQA reserves the right to confirm with the nominated authenticator that the necessary arrangements were made for the authentication of the coursework for the subject named.

To see how AQA complies with the Data Protection Act 1988 please see our Privacy Statement at www.aqa.org.uk

Private candidates only: 2011-2012

The candidate is to complete all required information in BLOCK CAPITALS and attach it to the coursework, using a separate form for each subject with new coursework to be submitted. The candidate must also complete a *Private Candidate Coursework Information Form* to be passed to the host centre.

Subject: _____ Level: _____ Component Code: _____ <small>e.g. GCE AS/A2, GCSE</small>
--

Centre Name: _____	Centre No: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					
Candidate Name: _____	Candidate No: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					

Sources of advice and information

1. Have you received any help or information from anyone other than your tutor in the production of this work? (Write YES or NO) _____
2. If you have answered YES, give details. Continue on a separate sheet if necessary.

3. If you have used **any** books, information leaflets or other materials (e.g. videos, software packages or information from the Internet) to help you complete this work, you must list these below, unless they are clearly acknowledged in the work itself. Continue on a separate sheet if necessary.
 To present material copied from books or other sources without acknowledgement will be regarded as deliberate deception.

NOTICE TO CANDIDATE

The work you submit for assessment must be your own.

If you copy from someone else or allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned.

Declaration by candidate

I have read and understood the **Notice to Candidate** (above). I have produced the attached work without any assistance other than that which is acceptable under the scheme of assessment.

Candidate's signature: _____ **Date:** _____

Declaration by Authenticator

I confirm that I have supervised/authenticated the coursework that is being submitted by the above candidate. I confirm that, to the best of my knowledge, the work is entirely the candidate's own and that all help and assistance has been acknowledged.

Signed: _____ Name: (Block Capitals) _____ Date: _____

Address: _____

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